

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, September 18, 2008 8:30 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:33 a.m.

Directors present: Michael Corso, Joseph DiBattista, Robert Gagliardi, Richard Galvin, Evan Granoff, Susan LaPidus, Richard Lappin and Christopher Placco.

Ex-Officio Members present: Alan Chille, John MacIver and Alix Ogden.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Greg Stafford, General Manager of the Hotel Providence.

2. City of Providence Update

John Nickelson was not able to attend, therefore Alix Ogden updated the Board on all City matters relating to the DID.

The City Council passed the 2009 budget with \$100,000.00 funding for

the late night roving police patrol.

The three lighting projects, Emmett Square, Exchange Terrace and Westminster Street, have been completed.

The brick sidewalk repair, funded through the 50/50 match with the City and the DID, is scheduled to start October 1, 2008.

The new loitering ordinance, for Kennedy Plaza and the surrounding area, has gone into effect. According to the police in the area this ordinance has already made a noticeable difference.

3. Approval on the minutes of the July 17, 2008 meeting

Director DiBattista motioned to approve the minutes from the July 17, 2008 board meeting. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes.

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPdius yes

Director Lappin yes

Director Placco yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Steve Gibson presented the financials for August 2008. The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve.

The research for the purchase of three CDs has been done. An account will be opened at three different financial institutions. Two CDs, with different term lengths, and a high yield savings account will be set up. The divestment of funds in this manner will maximize the DID's interest earnings and will keep the funds within the limit of federal insurance. Purchases will be finalized by the end of the month.

The Statement of Operations shows a solid revenue position and expenditures well below budget. Director Granoff motioned to accept the August 2008 financials as presented. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director DiBattista yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Placco yes

Therefore the motion passed.

The audited financial reports for the year ending June 30, 2008 were distributed to the Board members. The audit went very well with minimal year end adjustments made. The auditors did note a procedural deficiency relating to oversight of the invoicing process. Currently, only one person reviews the data on which the invoices are based. The auditors recommended that another person review the data and invoices to insure that they match. This issue has been addressed. The new procedure will have the person generating the invoices, that person supervisor and an independent third party review all data and invoices before mailing. The procedures manual has been updated and this new policy will be in place on a go forward basis.

**5. Report from Urban Place Consulting and Director of Public Spaces
Frank LaTorre presented to the Board an update on the different projects that he is working on.**

The HRP has contracted a night club security specialist to conduct a review of present laws and issue a report on the night club scene in Providence. His work will also include a training session for club personnel. Bob Smith will arrive in the beginning of October to conduct the training. The Hotel Providence has generously donated a hotel room for his stay and the conference rooms for the training.

An inventory has been taken of the empty tree pits within the District. There are 45 empty pits. Doug Still, the City Forester, has review the inventory and concluded that 25 out of the 45 can be planted with new trees. The DID has \$4,000.00 in the special projects budget for trees. Mr. Still is going the try to find matching funds so that all 25 trees can be planted this fall. The remaining pits will have to be filled with either brick or concrete.

Another special project that is being worked on is the new street signs. The DID inventory is complete and Frank meet with Bernard Lebby and Jay Rodriguez of Traffic Engineering to go over findings. All the information has handed over and Jay will do a review of the inventory. He will then price out the cost to complete the project. The results should be received by the DID in three to four weeks. Bob Smith from the RIDOT has report that the plans for the sidewalk repair project are at 90%. He would like to present the final plans for the sidewalk repair project to all interested parties. After his presentation the formal bid process will begin. Repair work should begin in Spring of 2009.

Steve Gibson updated the Board regarding the Thayer Street Business District. Urban Place Consulting has been award a contract to manage the district. The public hearing was held in September and the budget pasted for the 2009 fiscal year. Thayer Street plans to continue contracting the cleaning operation with the companies currently in place.

At this time there is no relationship between the DID and the Thayer

Street district.

6. Marketing Report

Joelle Crane presented to the Board a new marketing project to get businesses to relocate into Downtown Providence. Joelle handed out a brochure she worked on that highlights all the aspects of working Downtown. She is also tracking the available office/retail spaces in the area.

Joelle is working with the Economic Development Corp. and the Chamber of Commerce. This information will be packaged with other materials in marketing the Downtown and it will also tie into our website.

7. Report from Block by Block

Frank Zammarelli and his crew have been working on switching over to the fall plantings. Roughly 60% has been done at this point. Again this season has been a learning process trying to find which plants work best. The new system has worked very well, cutting down the watering time by 4 – 5 hours. The now available time allowed man hours to be shifted to other projects

Overall the stats were stable. Contacts were down slightly due to the man hours used for the flowers and some opened shifts. Frank said this is now corrected and we should see the numbers back up next month.

8. Other Business

Director Lappin asked for an update regarding the Capital Center and our possible expansion into that area. It was decided that a meeting of the Operations Committee would be held to go over the details involved.

9. Adjournment

Director Gagliardi adjourned the meeting at 9:37a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator